

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Agency Payroll Administration	Payroll Department Payroll Results Edit Report	
File Name:	H:\APAYROLL\BP-Manage Payroll\BPPs External\Reports - Payroll Results Edit	Release:	R/3 ECC 5.0
Responsibility:	Department Payroll Staff	Status:	Issued: 1/13/2003 Revised: 10/24/2007

Overview

Trigger:

This report may be used by department payroll staff to identify possible payroll errors before final payroll is processed each pay period. State Finance must complete preliminary payroll processing before this report will be useful. This report can be used to display all earnings and deductions and can be run for closed payroll periods as needed for historical research.

Business Process Procedure Overview
<p>Run the Payroll Results Edit report and review the results of preliminary payroll. Selection criteria can be used that will most likely identify potential errors and/or questionable pay that will be processed when the final payroll is run. For example, the report could be used to list all employees who will not be paid, or who earned overtime or comp time.</p> <p>Generally, this report should be run and reviewed after 10:00 a.m. on Monday of payroll week to allow time to correct entries before final payroll processes for the period. (The normal schedule calls for preliminary payroll to run on Monday morning of payday week, with the final payroll run to occur at 7:00 a.m. on Tuesday of payday week.) The payroll run schedule is subject to change. Preliminary payroll will be run on the previous Friday if there is a holiday during the week of pay day.</p> <p>The preliminary and final payroll processing run dates are listed on the "Retirement/Termination Cutoff Dates" schedule (for the current calendar year). This document is posted on the Division of Finance web page: www.finance.utah.gov in the Payroll, Payroll Documents section.</p>

Procedural Steps

1.1 Access transaction by:

Via Menu	Reports after Payroll Run > Payroll Results Edit Report
Via Transaction Code	Z_PAYROLL_EDITS
Via Favorites Menu	Payroll Results Edit Report

Double click on "Payroll Results Edit Report" and the following screen will appear:

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Program Edit Goto System Help

Payroll Results Edit Report

Selections from

Payroll period

Payroll area **UB**

☒ Current period

☐ Other period

Selection

Personnel Number

Organization key

Selection Filters (select one and press enter for additional criteria)

☒ Total Paid Hours

☐ Wage Types

Amount

Hours

☐ Gross Pay

☐ Net Pay

☐ Retro Records

☐ Retro Difference

☐ Wage Report

Page Breaks









☐ Yes

☒ No

Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel Number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit, and Distribution Code
Total Paid Hours	Used to select employees based on the total number of paid hours
Wage Types	Codes which identify specific types of payments or deductions
Gross Pay	Used to select employees based on gross pay amount
Net Pay	Used to select employees based on the net pay amount
Retro Records	Used to select employees with retroactive pay (displays an overview of the retroactive pay)
Retro Difference	Used to select employees with a retroactive pay difference (displays detailed information for the retroactive pay difference)
Wage Report	Codes for specific types of payments or deductions over a period of time rather than just one pay period
Page Breaks	Yes or No

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- 1.2 Specify the payroll area.** The screen defaults to the correct area, UB.
- 1.3 Specify the pay period by clicking on the radial  button next to the desired selection filter (the button will look like this  after you click on it) then press enter.** The screen has the selection of current period or other period.
- “Current period”**
- Use this option when running the report during the week of payday for the period being paid.
- “Other period”**
- Use this option when running the report for a previous pay period.
- 1.4 The “Personnel number” field may be left blank if using the agency “Organization key”.** Specific employees may be selected by entering the employee identification number(s) in the “Personnel number” field. Enter more than one EIN by clicking on the multiple selection  icon next to the “Personnel number” field. A box appears that allows entry of multiple EIN's.
- 1.5 The “Organization key” field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org key. For example, to print the report for all employees in department 100 and units with 01, enter 100(space)01*. Enter multiple organization keys by clicking on the multiple selection  icon to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.
- 1.6 The “Selection Filters” area is used to choose the type of payroll data to appear on the report.** There are six types of selection filters: 1) Total Paid Hours, 2) Wage Types, 3) Gross Pay, 4) Net Pay, 5) Retro Records, 6) Retro Difference, and 7) Wage Report. Wage Type(s) can be entered on the Wage Type or Wage Report selection filters. A list of Wage Types is available on the Division of Finance web page: www.finance.utah.gov in the Payroll, Payroll Codes section.
- 1.7 Click on the radial  button next to the desired selection filter listed above in 1.6 (the button will look like this  after you have made a selection) then press enter.** To make multiple entries, click on the multiple selection  icon next to the entry box.
- 1.8 Click on the Execute  icon in the upper left area that looks like a clock to view the report.** Review the report for possible errors. If errors are discovered, get them corrected before the final payroll is processed.

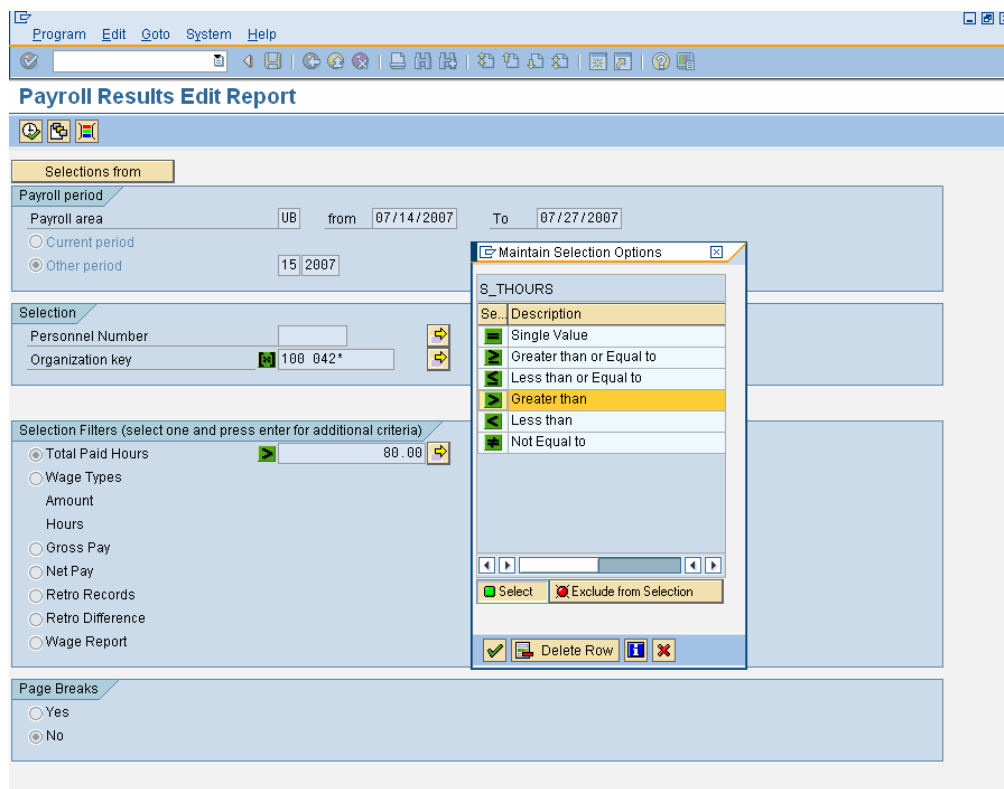
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1.9 To print the report, click on the Print  icon, or choose List > Print from the screen heading toolbar.

1.10 Examples of completed selection filters and the related reports follow:

1.10.1 Selection criteria to list employees who have more than 80 hours of pay



The screenshot shows the SAP Payroll Results Edit Report interface. The 'Payroll period' is set to 'Other period' for 15/2007. The 'Organization key' is 100 042*. The 'Selection Filters' section shows 'Total Paid Hours' selected with a value of 80.00. A 'Maintain Selection Options' dialog box is open, showing the 'Greater than' option selected for the 'S_THOURS' field.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 042**
3. Click on the "Total Paid Hours" radial button then press enter. The entry box appears.
4. Double click on the entry box and a selections option box appears.
5. Double click on the "Greater than" line and the green greater than symbol appears in front of the entry box.
6. Enter an amount in the entry box.
7. *In this example the amount being used is: 80.00*

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<div> <div>List Edit Goto System Help</div> <div> </div> </div>							
Payroll Results Edit Report							
<div> <div> Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT L1L2 : UT01 </div> <div> Payroll Results Edit Report For Pay Period Ending 07/27/2007 Pay Period 15 2007 </div> <div> Page : 1 Run Date: 10/01/2007 Run Time: 17:24:14 </div> </div>							
Dept	Unit	Dist Code EIN	Employee Name	Wage Type Description	Amount	Hours	
100	0420	0000 137561	Ann, Barbara	1200 Regular Pay	1,131.12	72.00	
				1206 Overtime Pay @ 1.5	5,468.24	232.00	
				1250 Holiday Pay	125.68	8.00	
					6,725.04	312.00	
100	0420	0000 160248	Lu, Linda	1200 Regular Pay	988.56	72.00	
				1250 Holiday Pay	109.84	8.00	
				1278 Comp AutoPayDown	4,778.04	348.00	
					5,876.44	428.00	
100	0420	0000 103223	Marie, Tina	1200 Regular Pay	1,193.76	72.00	
				1250 Holiday Pay	132.64	8.00	
				1278 Comp AutoPayDown	5,769.84	348.00	
					7,096.24	428.00	

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1.10.2 Selection criteria to list employees who have pay within a range of wage types.

The screenshot displays the SAP Payroll Results Edit Report interface. The 'Payroll period' section shows 'Payroll area' as 'UB' and 'Payroll period' as '15 2007'. The 'Selection' section shows 'Organization key' as '100 04*'. The 'Selection Filters' section shows 'Wage Types' selected. The 'Page Breaks' section shows 'No' selected. The 'Multiple Selection for S_LGARTS' window is open, showing a table with 'Lo...' and 'Up...' columns, and the range '1100 1199' entered.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 04**
3. Click on the "Wage Types" radial button then press enter. The entry box appears.
4. Click on the arrow next to the entry box for multiple selection.
5. Click on the "Ranges" tab with the green ball and enter the wage type codes for other types of pay. Click the clock icon (or F8) for copy.
6. *In this example, the wage type codes being used are: 1100 – 1199*

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Payroll Results Edit Report

Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT				Payroll Results Edit Report			Page : 1	
L1L2 : U001				For Pay Period Ending 07/27/2007			Run Date: 10/01/2007	
				Pay Period 15 2007			Run Time: 17:57:22	
Dept	Unit	Dist Code EIN	Employee Name	Wage Type Description	Amount	Hours		
100	0410	0000 118629	Lou, Bertha	1121 Property Rent Pay	10.00	0.00		
				1146 Miscellaneous Pay	4.85	0.00		
100	0420	0000 114709	Sue, Peggy	1132 Special Bonus Pay	500.00	0.00		
100	0420	0000 169455	Jean, Billie	1183 Mileage (Private vehicle)	18.92	0.00		

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1.10.3 Selection criteria to identify employees with other pay greater than \$200.00.

The screenshot displays the SAP Payroll Results Edit Report interface. The 'Payroll period' section shows 'Payroll area' as 'UB' and 'Payroll period' as '15 2007'. The 'Selection' section shows 'Personnel Number' and 'Organization key' as '100 042*'. The 'Selection Filters' section shows 'Wage Types' selected with an amount of '200.00'. A 'Maintain Selection Options' dialog box is open, showing the 'Greater than or Equal to' option selected for the 'S_AMT' field.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 042**
3. Click on the "Wage Type" radial button then press enter. The entry box appears.
4. Click on the arrow next to the entry box for multiple selection.
5. Click on the "Ranges" tab with the green ball and enter the wage type codes for other types of pay. Click the clock icon (or F8) for copy.
6. *In this example, the wage type codes being used are: 1100 – 1199*
7. Double click in the amount entry box and a selections option box appears.
8. Double click on the "Greater than or Equal to" line and the symbol appears in front of the entry box.
9. Enter the amount in the entry box.
10. *In this example, the amount being used is: 200.00*

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Responsibility:	Department Payroll Staff	Release:	R/3 ECC 5.0
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1.10.4 Selection criteria to identify employees who will not have any gross pay.

The screenshot displays the SAP Payroll Results Edit Report interface. The 'Payroll period' section shows 'Payroll area' as 'UB' and 'Payroll period' as '15 2007'. The 'Selection' section shows 'Organization key' as '100 042*'. The 'Selection Filters' section shows 'Gross Pay' selected with a value of '0.01'. A 'Maintain Selection Options' dialog box is open, showing the 'Less than' option selected for the 'S_GROSS' field.


These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 042**
3. Click on the "Gross Pay" radial button then press enter. The entry box appears.
4. Double click on the entry box and a selections option box appears.
5. Double click on the "Less than" line and the green less than symbol appears in front of the entry box.
6. Enter the amount in the entry box.
7. *In this example, the amount being used is: 0.01*

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Payroll Results Edit Report



Payroll Results Edit Report

Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT

Payroll Results Edit Report

Page : 1

L1L2 : UT01

For Pay Period Ending 07/27/2007

Run Date: 10/01/2007

Pay Period 15 2007

Run Time: 17:45:56

Dept	Unit	Code	Dist EIN	Employee Name	Wage Type Description	Amount	Hours
100	0420	0000	137561	Ann, Barbara	/101 Total gross	0.00	0.00
100	0420	0000	160240	Lu, Linda	/101 Total gross	0.00	0.00
100	0420	0000	103223	Marie, Tina	/101 Total gross	0.00	0.00

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Responsibility:	Department Payroll Staff	Release:	R/3 ECC 5.0
		Status:	Issued: 1/13/2003 Revised: 10/24/2007

1.10.5 Selection criteria to list employees with net pay greater than \$3000.00.

The screenshot shows the SAP Payroll Results Edit Report interface. The 'Payroll period' is set to 'Other period' for the year 15 2007. The 'Organization key' is 100 042*. The 'Selection Filters' section shows 'Net Pay' selected with a value of 3,000.00. A 'Maintain Selection Options' dialog box is open, showing the 'Greater than' option selected for the 'S_NETPAY' field.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 042**
3. Click on the "Net Pay" radial button then press enter. The entry box appears.
4. Double click on the entry box and a selections option box appears.
5. Double click on the "Greater than" line and the green greater than symbol appears in front of the entry box.
6. Enter the amount in the entry box.
7. *In this example, the amount being used is: 3,000.00*

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<div> <div>List Edit Goto System Help</div> <div> <div> </div> </div> </div>									
Payroll Results Edit Report									
<div> <div>Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT</div> <div>Payroll Results Edit Report</div> <div>Page : 1</div> <div>L1L2 : UT01</div> <div>For Pay Period Ending 07/27/2007</div> <div>Run Date: 10/02/2007</div> <div>Pay Period 15 2007</div> <div>Run Time: 14:18:57</div> </div>									
Dept	Unit	Code	EIN	Employee Name	Wage Type Description	Amount	Hours		
100	0420	0000	137561	Ann, Barbara	/560 Amount to be paid	4,277.61	0.00		
100	0420	0000	160248	Lu, Linda	/560 Amount to be paid	3,879.73	0.00		
100	0420	0000	103223	Marie, Tina	/560 Amount to be paid	4,506.46	0.00		

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1.10.6 Selection criteria to list employees with a retroactive pay adjustment(s). This report displays an overview of retroactive pay adjustments.

Program Edit Goto System Help

Payroll Results Edit Report

Selections from

Payroll period

Payroll area: UB

☐ Current period
☒ Other period: 15 2006

Selection

Personnel Number: []

Organization key: 100 04*

Selection Filters (select one and press enter for additional criteria)

☐ Total Paid Hours
☐ Wage Types
☐ Amount
☐ Hours
☐ Gross Pay
☐ Net Pay
☒ Retro Records
☐ Retro Difference
☐ Wage Report

Page Breaks

☐ Yes
☒ No

This selection filter was used and resulted in the following report:

1. *Other period: 15 2006*
2. *Organization key: 100 04**
3. Click on the "Retro Records" radial button.

List Edit Goto Settings System Help

Wage Type Reporter

Pers.No.	Last name First name	Wage Type	Wage Type Long Text	Amount	Pmt date
128483	HARPER JOHN	/551	Retrocalc difference	1.98-	07/28/2006
128483	HARPER JOHN	/552	Difference prev. Period	1.98	08/11/2006
129661	GARDNER KIMBERLY	/551	Retrocalc difference	0.69-	07/28/2006
129661	GARDNER KIMBERLY	/552	Difference prev. Period	0.69	08/11/2006

The employees in the example above had adjustments entered during pay period 15 (paid on 8/11/2006) that resulted in a difference in pay for a previous period.

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1.10.7 Selection criteria to list employees with a retroactive pay difference. This report provides detailed information for the retroactive pay.

The screenshot displays the 'Payroll Results Edit Report' selection screen in SAP. The window title is 'Program Edit Goto System Help'. The main title is 'Payroll Results Edit Report'. Below the title bar, there are several icons for navigation and help. The form is divided into several sections:

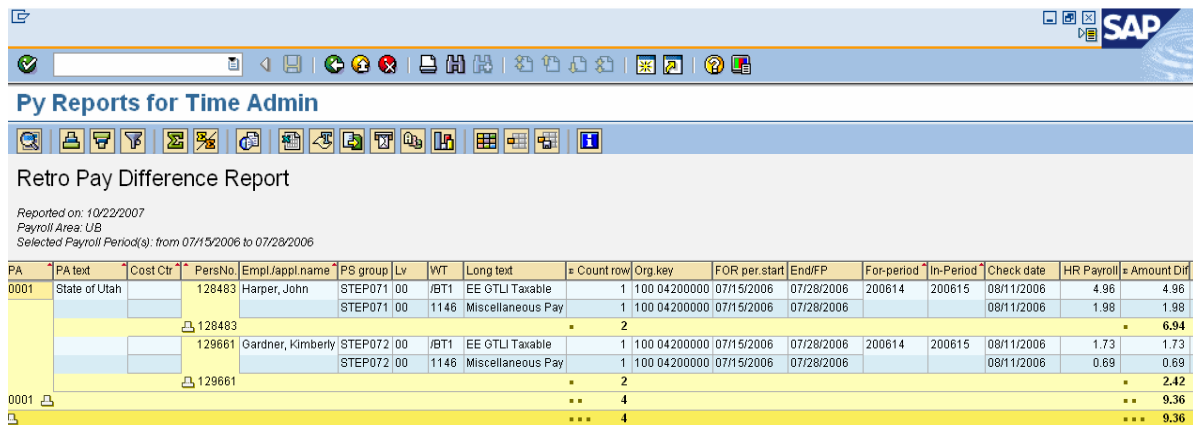
- Selections from:** A dropdown menu showing 'Payroll period'.
- Payroll period:** A section with input fields for 'Payroll area' (set to 'UB'), 'from' date (07/15/2006), and 'To' date (07/28/2006). Below these are two radio buttons: 'Current period' (unselected) and 'Other period' (selected).
- Selection:** A section with input fields for 'Personnel Number' and 'Organization key' (set to '100 042*'). There are also two small icons for selection.
- Selection Filters (select one and press enter for additional criteria):** A section with several radio buttons: 'Total Paid Hours', 'Wage Types', 'Amount', 'Hours', 'Gross Pay', 'Net Pay', 'Retro Records', 'Retro Difference' (selected), and 'Wage Report'.
- Page Breaks:** A section with two radio buttons: 'Yes' (unselected) and 'No' (selected).

This selection filter was used and resulted in the following report:

1. *Other period: 15 2006*
2. *Organization key: 100 042**
3. Click on the "Retro Difference" radial button then press enter.

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Py Reports for Time Admin

Retro Pay Difference Report

Reported on: 10/23/2007
Payroll Area: UB
Selected Payroll Period(s): from 07/15/2006 to 07/28/2006

PA	PA text	Cost Ctr	PersNo	Empl/appl.name	PS group	Lv	WT	Long text	Count row	Org. key	FOR per. start	End/FP	For-period	In-Period	Check date	HR Payroll	Amount Dif
0001	State of Utah		128483	Harper, John	STEP071	00	/BT1	EE GTLI Taxable	1	100 04200000	07/15/2006	07/28/2006	200614	200615	08/11/2006	4.96	4.96
					STEP071	00	1146	Miscellaneous Pay	1	100 04200000	07/15/2006	07/28/2006			08/11/2006	1.98	1.98
									2								6.94
			129661	Gardner, Kimberly	STEP072	00	/BT1	EE GTLI Taxable	1	100 04200000	07/15/2006	07/28/2006	200614	200615	08/11/2006	1.73	1.73
					STEP072	00	1146	Miscellaneous Pay	1	100 04200000	07/15/2006	07/28/2006			08/11/2006	0.69	0.69
									2								2.42
0001									4								9.36
									4								9.36

The example above shows more detail for the employees listed in the “Retro Records” selection filter example.

- Both of these employees have a retro pay difference “For-period” 200614 that was entered “In-period” 200615.

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1.10.8 Selection criteria to identify employees who have pay for specific wage type(s) that occurred within a range of pay period end dates.

The screenshot displays the 'Payroll Results Edit Report' selection screen in SAP. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The title bar shows standard window controls. The main area is divided into several sections:

- Selections from:**
 - Payroll period:** Payroll area is set to 'UB'. The date range is 'from 07/14/2007 To 07/27/2007'. The 'Other period' radio button is selected, with the value '15 2007' entered.
- Selection:**
 - Personnel Number: (empty field)
 - Organization key: '100 04*' (with a green selection icon)
- Selection Filters (select one and press enter for additional criteria):**
 - Radio buttons for: Total Paid Hours, Wage Types, Amount, Hours, Gross Pay, Net Pay, Retro Records, Retro Difference, and Wage Report (which is selected).
 - Wage Types: '1200' (with a green selection icon)
 - Pay Period End Date: '06/29/2007 To 07/13/2007'
- Page Breaks:**
 - Radio buttons for 'Yes' and 'No' (where 'No' is selected).

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 04**
3. Click on the "Wage Report" radial button then press enter. The entry box appears.
4. Click on the arrow next the entry box for multiple selection.
5. Click on the "Ranges" tab with the green ball and enter the wage type codes. Click the clock icon for copy.
6. *The wage type code used for this example was: 1200*
7. Enter in the pay period end date range.
8. *The Pay Period End Date range used for this example was: 06/29/2007 to 07/13/2007.*

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Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Agency Payroll Administration	Payroll Department Payroll Results Edit Report	
File Name:	H:\APAYROLL\BP-Manage Payroll\BPPs External\Reports - Payroll Results Edit	Release:	R/3 ECC 5.0
Responsibility:	Department Payroll Staff	Status:	Issued: 1/13/2003 Revised: 10/24/2007

<div> <div>List Edit Goto Settings System Help</div> <div> <div> </div> </div> </div>					
Wage Type Reporter					
<div> <div> </div> <div> <div>Selections</div> <div> </div> </div> </div>					
Pers.No.	Last name First name	Wage Type	Wage Type Long Text	Amount	Pmt date
114709	SUE PEGGY	1200	Regular Pay	1,875.20	07/13/2007
114709	SUE PEGGY	1200	Regular Pay	1,746.72	07/27/2007
118629	LOU BERTHA	1200	Regular Pay	3,535.92	07/27/2007
137561	ANN BARBARA	1200	Regular Pay	1,131.12	07/27/2007
160248	LOU LINDA	1200	Regular Pay	988.56	07/27/2007
169455	JEAN BILLIE	1200	Regular Pay	842.01	07/13/2007
169455	JEAN BILLIE	1200	Regular Pay	985.13	07/27/2007

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